

MINUTES OF STAFF MEETING
ADMINISTRATIVE STAFF CHIEFS

25 January 1954

1. The Director's Office has requested that it be kept informed on performance or accomplishments which may be characterized as outstandingly successful. Colonel White asked that summaries of achievements falling in this category which come to the attention of office heads in the DD/A organization be furnished to the Office of the DD/A for transmission to the Director.

2. Colonel White explained that he wished to look over all letters which office heads were planning to send to overseas personnel identified by the career designation of the office concerned. These letters will officially notify overseas people of their career designations. The purpose of the review is to ensure that reasonably similar descriptions of career development activities will be supplied to all overseas employees. At the same time, however, it was emphasized that this should not be construed as precluding letters which are written in such a way as to convey a personalized message from the office head.

3. Colonel White expressed the hope that review and analysis of fiscal obligations incurred by Agency components during the first half of the current fiscal year would be completed in the near future. The results of this study will be furnished the Director as a basis for recommending his approval to reallocate funds among the various components for the remaining two quarters.

4. Mr. Houston reported that the recommendations of the Legislative Task Force had been converted into a consolidated legislative proposal, including supporting statements of explanation and justification. This material has been submitted to the Director for approval, and for determination of when it should be submitted to Congress.

5. Colonel White stated that it appeared that in some instances too rigid an interpretation was being placed on instructions requiring the accountability of funds expended. He said that there was general recognition that sometimes it is not possible to pursue accountability to the final transaction involved in money disposition. The guiding principle should be to follow accountability as far as this can be done, so that as a minimum requirement the last responsible officer of the Agency who had custody of the funds is obligated to certify to the appropriateness of their disposal.

6. Except where specific circumstances clearly justify a contrary course, Colonel White stated that temporary duty travel and expenses could not be authorized when such travel is to a location where the individual's permanent change of station is effected shortly thereafter.

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7. During the forthcoming absence of the DD/I (during the month of February), it was announced that [REDACTED] will be the CIA representative on the NSC Planning Board. 25X1A9a

8. Colonel White said he wished to reiterate the policy of the DD/A organization that wherever women can meet qualification requirements for positions, and there are no substantial technical or physical specifications to the contrary, selection should be based solely on superiority of qualifications, regardless of whether persons considered are male or female. In this connection, it was mentioned that the Final Report of the Women's Panel which was established by the Career Service Board shows that with respect to the percentage of women employed, and the average salary paid to women, the CIA ranks above other Federal agencies and also exceeds the general pattern for private business.

9. Office heads of the DD/A organization indicated that they would like to have a monthly lunch arranged in the Director's dining room. Colonel White said he would see that the necessary arrangements were made.

10. Mr. [REDACTED] was introduced as the replacement for Mr. [REDACTED] in the Office of the DD/A. Mr. [REDACTED] is leaving Agency employment at the end of January to return to his previous business association.

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